

The Purpose of This Guide

Like all other documents of this nature, this guide is not all-inclusive. It does, however, cover subjects that we receive the most inquiries on.

This guide will help you better understand the effects your PCS can have on your pay. The most important thing to remember is to **plan ahead**. Prior planning will help keep you from incurring financial hardships during your PCS move. Personnel at the Defense Military Pay Office are dedicated to making your PCS move as smooth as possible for you and any family members you may have.

☑ Out-processing Basics

- **BEFORE** coming to the DMPO to establish your final out-processing date, you should contact Transportation Office to arrange shipment of your household goods and Family Housing to establish your date to terminate assigned government quarters.
- Out-processing is done by appointment only. You must come to the DMPO and bring 4 copies of PCS orders, amendments and DD Form 1610 TDY Orders (if applicable) at least 45 days but no later than 30 days prior to your anticipated sign-out date to schedule an appointment. At this time you may elect to request Advance Travel and/or an Advance Payment and you will be given a final appointment within three (3) days of your sign-out date.
- Soldiers married to another soldier PCS'ing at the same time should come together to establish their appointments.
- You do not need your clearance papers or DA Form 31 in order to schedule your out-processing appointment.
- Permissive TDY must be approved by the losing Commander, O5 or above, and be annotated on DA Form 31.

☑ Items to Bring to Final Appointment

- **You must be uniform to out process**
- DA Form 31, Request and Authority for Leave. All soldiers are required to bring 1 copy of their DA Form 31 to their out-processing appointment. The *from* date on the form cannot be earlier than the date you are authorized to depart from your unit. The *to* date on the form must reflect your availability date or reporting date as stated in your PCS order. You cannot out-process while on leave.
- Termination of government quarters or approval to retain them.
- Installation Clearance Documents.
- DD Form 1610 (if not previously provided).

☑ Payments

➤ PCS Travel Payments:

Remember: A receipt is required for any expense exceeding \$75.00.

Travel by Privately Owned Vehicle (POV) is reimbursable by Monetary Allowance in Lieu of Transportation (MAL/T) and a flat per diem rate for authorized travel time (days). Flat per diem rates are currently

\$109.00 per day for you, \$81.75 per day for any family member 12 older and \$54.50 for any family member under 12. Mileage is payable at 24¢ per mile per vehicle, not to exceed 2 vehicles. DA Form 31 must be stamped by Housing Office at new duty station for Permissive TDY.



- **Dislocation Allowance (DLA):** DLA is payable according to Grade, with or without dependents per the JFTR Vol 1, para U5615, Part G. **DLA without dependents will not be advanced to any soldier PCS'ing to Korea.**

➤ Temporary Lodging Expense (TLE):

The maximum reimbursement for TLE is \$290.00 per day.

TLE is authorized to partially offset the added living expenses incurred within Continental United States (CONUS) when it is necessary for you and/or your family members to occupy temporary lodgings incident to PCS.

- ◆ TLE is paid at your gaining station.
- ◆ Maximum number of days reimbursable is 5 days if PCS is to an overseas duty station or 10 days if PCS is within CONUS.
- ◆ Meals only may be claimed if staying with family or friends.



➤ Temporary Lodging Allowance (TLA)

Not to be confused with TLE, this is only paid in overseas areas.

TLA is authorized to partially offset the added living expenses at your overseas duty station when it is necessary for you and/or your family members to occupy

temporary lodgings incident to PCS.

- ◆ Paid in 10-day increments, approved by Housing, and included in next available check.
- ◆ Period of entitlement will not exceed 60 days, unless approved by the Major Overseas Command.

➤ Advance Payment:

The purpose of this payment is to provide funds for extraordinary expenses incident to a government ordered relocation. It is intended to assist with out-

Caution: This will be collected from your pay. Get it only if you need it.

of-pocket expenses that are not reimbursed by another payment (i.e. Travel, DLA, TLE, or TLA). **An Advance Pay is not an interest free loan from the U.S. Army.**

- ◇ Payment to E-3 and below requires command approval.
- ◇ It is not payable to satisfy a personal financial crisis or to pay existing expenses at the old Permanent Duty Station (PDS).
- ◇ Only one month payable at losing station.
- ◇ Payments made within 30 days prior to PCS or up to sixty days after arrival at new duty station (NDS).
- ◇ Repayment time will normally be 12 months or time remaining in service; whichever is shorter.
- ◇ Single soldiers, under normal circumstances, do not qualify for an advance pay at the losing station.

☒ Entitlements

➤ **Basic Allowance for Housing (BAH)**

BAH will continue (or be started if government quarters were terminated) at the Fort Jackson Zip Code rate and continue until the date prior to arrival at the new duty station. The gaining Finance Office will restart BAH based on the Zip Code of new CONUS assignment or Zip Code of Family members if soldier is assigned OCONUS. BAH without dependents is at the discretion of gaining command. Soldiers residing in privatized housing: **HOUSING WILL STOP THE ALLOTMENT**, once quarters are terminated.

➤ **Basic Allowance for Subsistence (BAS)**

BAS for soldiers whose dependents accompany them to new duty station should continue without interruption. The commander at the NDS determines the entitlement to BAS for unaccompanied and single soldier.

➤ **Other Overseas Entitlements**

Questions concerning Cost of Living Allowance (COLA), Overseas Housing Allowance (OHA), Family Separation Allowance (FSA), and Special Pay-Hardship Duty (HDP) should be addressed to your gaining Finance Office.

The Customer Service Section of the Defense Military Pay Office is here to provide the best customer service to you. We strive to provide professional, quality service. Our hours of operation are:

0730 - 1130 and 1230 - 1600

Monday - Friday

Telephone Numbers:

Inquiries Counter: 751-6669/7242/4565

Out-Processing Military Pay Tech: 751-4565

Travel Section: 751-4578/6669

CHECK OUT OUR WEBSITE:

www.jackson.army.mil/finance/index.htm, and sign up for myPay. Get your LES and W2 on-line and on time.



Other useful phone numbers:

Transportation: 751-5137/5138

Family Housing: 751-7571/5184



DEFENSE MILITARY PAY OFFICE (DMPO)

5450 Strom Thurmond Boulevard
Fort Jackson, South Carolina 29207

Permanent Change of Station (PCS) Out-Processing Guide

Out-Processing Section
Suite 129B

